		広報番号: Announcement No.	FEC-PRY231-002-16	
横須賀基地空席広報 VACANCY ANNOUNCEMENT		募集締切日:	16 Feb 16	
		Closing Date	1st Cut-off: 4 Jan 16 2nd Cut-off: 25 Jan 16	
VIICHIVE I MIVITOUT CENTER I		発行日: Date of Issue	10 Dec 15	
1.職種名 Job title (等級 Grade_6_/語学等級 LD_3_)	募集人数	<b>4.募集範囲</b> Area o		
Engineering Technician (General), #384  [エンジニアリング専門職 (一般)]  Acceptable trainee level (採用可能見習い等級): 1-4  図事務系 □ 技能系 □ 保安系 □ 医療系	No. of Recruitment <b>2</b> 名	I. ② 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. ② 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. ② 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. ◎ 外部 Off Base Applicant		
Administrative Blue Collar Trade Security Medical  2.部隊 Activity			PF VIII	
Naval Facilities Engineering Command, Far East PWD Yokosuka, Fac Eng and Acquisition Group FSC Mgmt & Facilities Svc Department FSC Division (PRY231)		5.雇用の種類 Type of Employment  MLC IHA HPT  常用 Permanent		
<u>勤務場所 Working Place: Tomari-cho Yokosuka/ 横須賀市泊町</u> 3.勤務時間 Work Schedule (週 40 時間制 hrww)		□ 限定 Limited 7	「erm (カ月 Months)	
勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 □ 夜勤 Night Shift   ☑ 残業 Overtime   ☑ 出張 Business Trave	el			
6.職務内容 Duties  See attached list.				
7.資格要件/身体条件 Qualification/Physical Requirements				
<ul> <li>a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of master's degree in a related field.</li> <li>b. Knowledge of engineering principles, techniques, methods, and precedents gained through technical experience in engineering architectural, mechanical, or electrical engineering field.</li> <li>c. Knowledge of construction practices, cost estimating and facility planning.</li> <li>d. Skill in operating Computer Aided Design (CAD).</li> <li>e. Skill in operating personal computer such as Microsoft Offices suite including Outlook, Word, Excel and Power Point.</li> <li>f. Ability to interpret blueprints and specifications in order to inspect facilities and initiate work order to establish contracts and/or modifications to maintain the new equipment.</li> <li>g. Ability to plan/develop construction design and cost estimate to meet Facility Support Contracts (FSC) specifications.</li> <li>h. Ability to speak read and write English at fluent proficiency level. (LD-3)</li> <li>i. Ability to speak read and write Japanese at native level.</li> </ul>				
* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as				
<ul> <li>below:</li> <li>1-5: a. One year of clerical, technical or administrative work experience equivalent at 1-4 level in the related work, <b>OR</b> completion of 4-year college/university in a related field.</li> <li>1-4: a. At least one year of clerical, technical, or administrative work experience in any field, or completion of 4-year college/university in any field.</li> </ul>				
* Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate □上級 Advanced □特段の能力 Exceptional				
学歴 Educational Background: See blocks 7 & 8 免許証/修了証 Licen	se/Certificate R	tequired:7/8 欄参照	•	

8.提出するもの Application and Associated Documents		職務状況		
		Working Condition		
*☑ 空席応募用紙 Application for Va	cancy Announcement	Condition		
*☑ 専門職務経歴書 Resume of Spec	· · · · · ·			
*の記入は Complete * in □ 日本語				
☑ 家族/親族が在日米海軍で勤務し				
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"				
□ 運転免許証の写し Copy of Driver				
□ 修了証/証明書の写し Copy of C				
□ 英語の能力を証明するものの写				
図 82 円切手を貼付し、応募者の郵				
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)  ☑ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant,				
copy of Residence Card and Passport/Visa Copy				
9. 応募書類	提出先 Office to Submit			
内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.				
(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は 無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.				
	接員)提出先 (米海軍横須賀基地日本人雇用課 (HRO)): must submit to (Human Resources Office (HRO), Yokosuka Navy I 〒238-0001 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132	Base):		
米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。 毎日午前 0 6 0 0 時より、午後 0 6 0 0 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.				
2. 外部応募者(非従業員)提出先:       Off Base Applicants must submit to:         〒238-0011       〒238-0011				
神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka				
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA				
管理第一係 Management #1 Section				
電話番号 Phone 046-828-6959				
受付時間:月曜—金曜、0830-1730 時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.				
10. 事務処理欄 For Official Use				
募集部隊担当 Activity POC: BD21 軍電 (DSN) 243-7073				
•		HRO: (rcvd: 12/7) js		
PD No.: FEC-PRY231-007	PD is accurate and current. Certified by Activity: Hi	12/7 kw 12/8		

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.

### PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

## TASK LIST ENGINEERING TECHNICIAN (GENERAL) MLC 1-6, #384

This position is located in the Public Works Department Yokosuka, Facility Engineering and Acquisition Division (FEAD). The FEAD provides contractual procurement and administrative services for U.S. Navy, Marine Corps, and other government appropriated and non-appropriated fund activities. These contracts involve construction, repair, maintenance, engineering, and design services encompassing all engineering disciplines, including safety and environmental requirements. The incumbent coordinates with Engineering Technicians and Subject Matter Experts to arrive at mutually satisfactory approaches and solutions to the development of Facility Support Contracts (FSC). The incumbent independently selects, interprets and applies standard guidelines, while modifying, adapting, and making compromises to meet the requirements of each assigned projects. Additionally, the incumbent exercises self-judgment in the design of new specifications. This position reports directly to the FSC Branch Head.

#### 1. DEVELOP FSC CONTRACT PACKAGES

- a. Prepares performance-based Facility Support Contracts (FSC) specifications, technical plans and drawings conforming to U.S. Codes, Japanese Laws, and NAVFAC directives. Prepares modification packages required to support operation, maintenance and repair of shore facilities. Determines performance standards and qualification requirements (i.e. licenses and permits) for each project to conform to Japanese laws and regulations.
- b. Develops detailed Independent Government Estimates for FSC projects. Thoroughly analyzes project scope to determine the manpower, materials, and equipment necessary to complete the project. Information is critical for the evaluation of contractor bids. Reviews and analyzes contractor's proposed prices and provides the Contracting Officer an evaluation for acceptability.
- c. Obtains, selects, compiles, translates, and presents technical and scientific information, in both English and Japanese, regarding developments in engineering techniques pertaining to projects, and plans being developed by the FEAD.
- d. Prepares performance evaluation plans in accordance with NAVFAC policy.

#### 2. SUPPORTS FSC CONTRACT ADMINISTRATION/OTHER

a. Reviews contractor's submittals for proposed materials to be used and shop drawings and provides the Contracting Officer with recommendations and comments for approval/disapproval.

- b. Serves as member of Technical Evaluation Boards for FSCs that establishes technical selection criteria. Upon receipt of contractor proposals, evaluates the proposal against the established criteria to determine which contractor is best qualified to perform the desired work.
- c. Reviews and translates in English and Japanese such written materials as codes, standards, regulations criteria, reports, etc., requires as reference documents to support the developments, design and preparation of specifications and drawing.
- d. Assists in maintaining a library of technical standards, procedures, and reference documents for use in specification writing and as engineering design references.
- e. Performs other duties as assigned by higher authority.

# "Language Requirement"

Japanese Language at native level is required to translate technical/scientific information, laws, codes, instructions, etc. from English to Japanese and vice versa in order to prepare specifications, technical plans and drawings.